

**Office of the Attorney General  
Department of Justice**



**Position Announcement**

**STAFF SERVICES MANAGER II (SUPERVISORY)**

**Location: San Diego**

**Application Deadline: September 10, 2013**

About the Organization

Attorney General Kamala D. Harris is the state's chief law officer, responsible for ensuring that state laws are uniformly and adequately enforced. The Department includes approximately 4,500 employees who are engaged in a variety of law enforcement and legal services. The Legal Support Operations Program assists the Department by providing a broad array of administrative services. More information is available at [www.oag.ca.gov](http://www.oag.ca.gov).

About the Position

As the Office Manager for the San Diego law office, you will be responsible for day-to-day operations, including planning and directing the work of approximately 80 legal secretarial, administrative and analytical staff to support 200 attorneys, paralegals, executive and professional staff. In addition, you will coordinate facilities, contracts, budget, and human resources. Salary ranges from approximately \$66,900 to \$83,150 per year, depending on qualifications, plus full benefits. For more information on specific desired qualifications, please visit [www.oag.ca.gov/careers/vacancy](http://www.oag.ca.gov/careers/vacancy).

Apply Now

To take the Staff Services Manager II exam go to <https://exams.spb.ca.gov/exams/ssm2/>.

To apply, please submit a cover letter, resume, [state application](#), and no more than a two-page response to the questions listed below. Please be advised that failure to submit a complete application package may result in elimination from the hiring process.

1. As the Office Manager, you will likely experience periods of fiscal constraint. At the same time, you will be charged with continuing to accomplish Legal Support

Operation's stated objectives while planning for the future. Describe how you would balance the need to accomplish current priorities while planning for the future.

2. As the Office Manager, what steps would you take in this position to make sure proper procedures are followed during the hiring process, and how would you ensure that the most qualified applicants are selected?

Please submit your complete application package to:

Office of the Attorney General  
1300 I Street, 8th Floor  
Sacramento, CA 95814  
Attn: Laurie Denny, Statewide Manager

An equal opportunity employer for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. Applications will be screened and only the most qualified may be interviewed. Hire contingent upon fingerprint check.